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UNITED STATES AND MEXICO
UNITED STATES SECTION

HEADQUARTERS DIRECTIVE

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TO: All Staff Officers and Heads of Field Offices

SUBJECT: Long Distance Personal Calls on Government Phones

We have in the past allowed employees to use government phones to place personal long distance calls. Billing the employees for these calls involves collecting the money and forwarding to the Accounting Section for recording and making the necessary deposit. The record-keeping and making the deposit has become extremely burdensome administratively and the cost involved is much more than whatever benefit any employee or the agency may derive from allowing employees to make such calls. We must, therefore, stop the practice.

Effective immediately we will no longer permit the use of government phones to be used for placing personal long distance calls. In the future all must be charged to the home phone number of the caller. If this is not possible the use of a pay phone is mandatory. Employees may obtain credit cards from telephone business offices at no charge to have long distance calls charged to their regular monthly telephone bill.

Please make this directive known to all your employees so that the new policy may be implemented.

Alfredo Valdez
Financial & General Services
Officer

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